

The Chester Township Board of Trustees met in regular session Thursday, March 9, 2023 in the Town Hall Meeting Room at 6:30 P.M. Chairman Craig Richter presided.

Roll Call: All Trustees and the Fiscal Officer were present as with the Township Administrator

Pledge of Allegiance to the Flag

The Board led the audience in reciting the Pledge of Allegiance to the Flag.

Leading Motion #: 2023-79

Approval of Minutes

2023-79. Mr. Richter moved to approve the minutes of the Board of Trustees special meeting dated February 2, 2023, regular meeting dated February 9, 2023, regular meeting dated February 23, 2023, special meeting dated March 1, 2023 and special meeting dated March 2, 2023 as presented to the Board by the Fiscal Officer. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Road Department

2023-80. Mr. Richter moved to approve the hiring of part-time seasonal employment of Gary Huston at the rate of \$20.00/hour effective Monday, April 10, 2023. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2023-81. Mr. Richter moved to approve the hiring of Justin Salo to start at the position of part-time, seasonal grounds, effective Monday, April 10 2023 at the rate of \$21.00 with benefits. This position is also conditional upon the successful completion of a criminal background check and a clinical drug screen. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2023-82. Mr. Richter moved to approve a PO for Ohio Power Tool, 999 Goodale Blvd., Columbus, Ohio 43212 in the amount of \$12,598.44 to purchase a new road saw using account number 2011-760-750-0000 Machinery, Equipment and Furniture. Mr. Mazzurco seconded. Vote unanimous; motion passed.

2023-83. Mr. Richter moved to approve Road Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

| PO # | Type | Amount | Payable To | Purpose |
|-------------|-------------|---------------|-----------------------------|--|
| 112-2023 | Reg | \$13,359.00 | Marshall Power Equip Co Inc | Exmark Laser X Mower |
| 113-2023 | Reg | \$3,000.00 | Kolsom Tires | Replace Split Rims & Out of Date Tires on Gradall II |
| 114-2023 | Reg | \$4,500.00 | Southeastern Equip Co Inc | Various Gradall Parts |

Department Business – Fire

2023-84. Mr. Richter moved to authorize the Fire Chief to enter into a Memorandum of Understanding with the Northern Ohio Region of the American Red Cross to receive smoke detectors at no cost to the Township. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Department Business – Road

6:35 PM Material Bids

2023-85. Mr. Richter moved to waive the reading of the legal notice for the 2023 furnishing and delivery of various road materials for Chester Township. Mr. Mazzurco seconded. Vote unanimous; motion passed.

The five (5) bids received were from Arms Trucking, Allied Corp., Shelly Materials, Cuyahoga Asphalt Materials, and Kokosing Materials. All included bond verification and proof of insurance.

| 2023 Material Bid Tab. | | | concrete | | LIMESTONE | | | | | | CLAY | ICE CONTROL | | ASPHALT | | | RIP-RAP MATL | | |
|------------------------|----------------------------|---------------|----------|----|-----------|---------|---------|---------|---------|---------|----------|-------------|----------|---------|----------|-------------|--------------|---------|---------|
| BID # | Company Name | Bond or Check | LSM | MS | 4 | 8 | 9 | 57 | 617 | 304 | | 9 Gravel | Ice Grit | 301 | 448-1Sur | 448-2 Inter | Type B | Type C | Type D |
| 1 | Arms Trucking | Bond | | | \$29.95 | \$30.45 | \$25.80 | \$30.05 | \$24.90 | \$24.15 | \$18.95 | \$21.75 | \$16.50 | | | | \$60.00 | \$52.00 | \$50.75 |
| 2 | Shelly Materials | | | | \$33.10 | \$36.00 | \$28.10 | \$33.10 | \$28.35 | \$25.85 | \$147.53 | n/a | n/a | | | | \$59.95 | \$58.45 | \$57.70 |
| 3 | Allied | Bond | | | | | | | | | | | | \$76.00 | \$78.00 | \$87.25 | | | |
| 4 | Cuyahoga Asphalt Materials | Bond | | | | | | | | | | | | 578.00 | 580.00 | 590.00 | | | |
| 5 | Kokosing Materials | | | | | | | | | | | | | 578.00 | 580.00 | 590.00 | | | |

2023-86. Mr. Richter moved to forward the bids to the Road Superintendent for his review and recommendation. Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mr. Richter shared James Mayer Jr. submitted a check to the Township with no paperwork. Mr. Leven added he is his financial advisor with Wells Fargo and money is for pickleball.

Drawing for pickleball 50/50 raffle:

| | | |
|-----------------|---------------------------------|--------------|
| 1 st | \$6,000 winner - Erin Mansfield | ticket # 008 |
| 2 nd | \$2,500 winner - Dennis Clemmer | ticket # 095 |
| 3 rd | \$1,500 winner - Sue Pavlisko | ticket # 031 |

Barry Leven presented the Board with a \$10,000 donation check from the 50/50 raffle. Mr. Leven shared a big thank you to all who supported this pickleball project. He is still waiting on some donations to roll in. General conversation continued over money, donations, donors, construction, etc. Mrs. Jarrett complimented all regarding the work that was done regarding the pickleball project. Still need to work out some details about bids and determine what is required.

Public Comments/Questions

Dal Lanese complimented the lights outside of Townhall and thanked Mark Purchase for his efforts. She then inquired how much money the Township is placing into the pickleball courts. At this point the Township has a verbal commitment of \$25,000 for labor and materials.

Township Administrator

Mr. Purchase shared an update regarding the new Chester Township website and the training that will be required. Great progress is being made. We are very close to completing the switch-over of e-mail accounts for the Township. Regarding the phone system, it appears we are on target and shooting to have everything done by 4/1/23.

Mr. Richter shared that the Road Superintendent is working on a possible grant for the Heath Road project. The Hancock Park situation was discussed once again. Mr. Richter would like an idea of how much water the Fire Department gets out of a pond and wonders if there is an alternative way to get

water. It was clarified that the overflow has failed at Hancock Park and now instead of the water going over the top it is going underneath the overflow and it drains the pond. Mr. Purchase added that in 2023 the Fire Department would like to do an inspection of dry hydrants and make sure they are still functioning as well as the ponds themselves.

Summer work schedule – Road Superintendent inquired if Township open to them working four (4) days at ten (10) hours each day. Mr. Radtke voiced concern about the weather and heat and suggested seeing something in writing with pros vs. cons. Board will ask Road Superintendent to put together a proposal and make sure all five (5) days of the week are covered.

Mr. Richter noted he is suggesting a non-union foreman to serve second in command for the Road Department.

Community Project Funding – a brief discussion took place about resurfacing roads (chip & seal) using Sperry Road as an example.

Department Business – Fire

2023-87. Mr. Richter moved to approve Fire Department expenditures as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

| PO # | Type | Amount | Payable To | Purpose |
|----------|------|----------|--------------------------|---------|
| 115-2023 | T/N | \$328.00 | Treasurer of State - UAN | |

Department Business – Police

Chief Young was nominated and is waiting for the acceptance letter allowing him to attend the FBI National Academy. It is a ten (10) week program at Quantico. There will be some expenses, but all food and housing will be covered by the school.

2023-88. Mr. Richter moved to approve the Police Department expenditures as listed below: Mr. Mazzurco seconded. Vote unanimous; motion passed.

| PO # | Type | Amount | Payable To | Purpose |
|----------|------|------------|-----------------|-------------|
| 116-2023 | Reg | \$4,248.00 | Illuminating Co | Electricity |

Department Business – Zoning

Joint BOT – Zoning Boards Update: Mr. Richter shared his opinion is to not move forward with adding additional language to the zoning resolution to include cluster homes, nursing homes, etc. He feels it should be silent. Mr. Purchase reached out to Mr. Dave Dietrich to request his opinion on the matter and he immediately defaulted to the key words that are already in the zoning resolution. He noted - if it is not listed as a forbidden use – leave it alone.

New Business

2023-89. Mr. Richter moved to approve and sign the Drop-Off Improvement Grant agreement and the Go Green Community Grant agreement between the GTSWMD and Chester Township, both are effective March 7, 2023.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

RESOLUTION 2023-90. Mr. Richter moved to approve and sign the Agreement for Right of Entry and Use of Property for Drop-Off Recycling Containers between the Geauga Trumbull Solid Waste District and Chester Township effective March 1, 2023.

Mr. Mazzurco seconded.

Roll Call Vote: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

Health Care / Domestic Partner – Mr. Richter is not in favor of offering insurance to a domestic partner. There were no objections by other Trustees. Mr. Mazzurco shared he has had a couple agents reach out to him if we are interested in obtaining a couple quotes. Mrs. Jarrett shared she has been in contact with Michelle Crockett, from the insurance company, and the Township will be doing the Formfire. Mrs. Jarrett noted it was a good year for us and hoping the new rates will reflect that. She also requested Michelle Crockett to come to a board meeting.

RESOLUTION 2023-91. Mr. Richter moved to approve the 2023 permanent Appropriations in the amount of \$9,901,325.40 as submitted by the Fiscal Officer.

Mr. Mazzurco seconded.

Roll Call Vote: Mr. Richter, yes; Mr. Mazzurco, yes; Mr. Radtke, yes. Motion passed.

2023-92. Mr. Richter moved to approve \$8,966.40 payable to the Geauga County Automatic Processing Board for the purchase of department wide email accounts and Microsoft 365 as listed in the table below.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

| | |
|--|------------|
| 1000-110-319-0012 Other – Prof & Tech Serv (Computer Tech) | \$1,756.20 |
| 2031-330-319-0012 Other – Prof & Tech Serv (Computer Tech) | \$585.60 |
| 2081-210-319-0012 Other – Prof & Tech Serv (Computer Tech) | \$2,092.80 |
| 2111-220-319-0012 Other – Prof & Tech Serv (Computer Tech) | \$4,531.20 |

2023-93. Mr. Richter moved to approve the use of the Chester Township properties as listed below. Mr. Mazzurco seconded. Vote unanimous; motion passed.

| Individual/Organization | Date(s) | Location | Time(s) | Event |
|--|----------------------------|-----------------------|--------------------|----------------------|
| W. Geauga Girls Volleyball | 6/17/23, 7/8/23,7/22/23 | Town Hall Parking Lot | 8:30 AM – 2:00 PM | Fundraising car wash |
| S. Harper / US Militia Nat'l Riding Club | 3/12/23 | Town Hall | 10:00 AM – 3:00 PM | Meeting |

2023-94. Mr. Richter moved to approve \$175.00 payable to the Geauga County Township Association for Ken Radtke, Joe Mazzurco, Craig Richter, Mark Purchase and Patricia Jarrett to attend the April 12, 2023 Quarterly Dinner Meeting hosted by Thompson Township.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

2023-95. Mr. Richter moved to amend motion # 2023-70 to read “the proposal for 2023 with a 3-year deal for landscaping of Township properties from Innovative Companies as listed as below for \$30,727.51 (Exhibit 1)”.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

| Bidder Name/Address | Year | Period of Service | Parkside | Townhall | Fire Department | TOTAL |
|---|------|-----------------------|-------------|------------|-----------------|-------------|
| Innovative Companies LTD P.O. Box 1022, Gates Mills OH 44040 | 2023 | April 1 – November 30 | \$22,672.73 | \$4,757.66 | \$3,297.12 | \$30,727.51 |

2023-96. Mr. Richter moved to approve \$8,900.00 payable to Thomas Fence Co. to supply and install two gates at the Recycle Park from 1000-760-730-1200 Improvement of Sites/Township Hall/Memorial Bldgs/Grounds.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

Mr. Mazzurco noted a reminder that the above will be paid by a grant minus the 10%.

Financial Items

2023-97. Mr. Richter moved to approve the financial transactions below.

Mr. Mazzurco seconded. Vote unanimous; motion passed.

| INTRA-FUND TRANSFERS | | | | |
|----------------------|-------------|--------------------|-------------------|---------------|
| Fund | Amount | From Account | To Account | Purpose |
| Contracted Services | \$400.00 | 2011-330-360-0000 | 2011-760-740-0000 | Per J Onyshko |
| Cem | \$11,500.00 | 2041-760-730-0000 | 2041-410-430-0000 | Per J Onyshko |
| Cem | \$3,000.00 | 20451-410-190-0000 | 2041-410-430-0000 | Per J Onyshko |

| PURCHASE ORDERS | | | | | |
|-------------------------|----------|------|------------|--|---------------------------|
| Dept | PO # | Type | Amount | Payable To | Purpose |
| Gen | 111-2023 | Reg | \$99.00 | Norlson Inc | Olympus Dictation License |
| Gen, RD, PD, Fire | 117-2023 | Reg | \$8,966.40 | Geauga City Auto Data Processing Board | MS Office 365 Licenses |

| CHECKS | | |
|---|--------------|------------|
| Date | Starting No. | Ending No. |
| 3-14-23 | 86397 | 86405 |
| 3-9-23 | 86406 | 86449 |
| Fiscal Officer's note: the last check number used on 86396 | | |

| EFT DIRECT DEPOSITS | | | |
|---------------------|--------------|------------|--|
| Date | Starting No. | Ending No. | Description |
| 3/14/2023 | 403-2023 | 470-2023 | Reg payroll, RD union contract increases, vacation payout adjustment, longevity, cell phone & uniform allowances |

| VOUCHERS & WITHHOLDINGS | | | | |
|-------------------------|---------------------------|-----------|---------|---|
| Voucher | Payee | Amount | Dated | Description |
| 473-2023 | First National Bank EFTPS | 27,102.05 | 3-14-23 | Employee & employer withholding – Federal |

Fiscal Officer's Report

The bank rec is complete. The big project was the Road Department union contract signing and paying employees the back pay. Longevity is OPERS eligible with the reason being that it is based on years of service.

| Donations Received | | |
|--------------------|--------|----------------|
| Received from | Amount | Description |
| Judith Schwed | 105.00 | Flower Baskets |

| | | |
|----------------|----------|------------|
| Don Rice | 50.00 | Pickleball |
| Bruce Hill | 100.00 | Pickleball |
| James Mayer Jr | 2,000.00 | Pickleball |

| Chester Township Bank Reconciliation | | | |
|---|------------------|------------------|-----------------------|
| Reconciled date | | 2/28/2023 | |
| Prior UAN Balance | | | 5,231,944.62 |
| Actual Receipts | + | 3,942,246.43 | |
| Transfers for UAN Only | + | 0.00 | |
| Total Receipts | = | | 3,942,246.43 |
| Payments | - | 2,514,702.10 | |
| Transfers for UAN Only | - | 0.00 | |
| Total Payments | = | | 2,514,702.10 |
| Adjustments | + | | 1,923.76 |
| Adjustments | - | | 0.00 |
| Current UAN balance as of | 2/28/2023 | | \$6,661,412.71 |
| Other adjusting factors | + | | - |
| Other adjusting factors | - | | - |
| Adjusted UAN balance as of | 2/28/2023 | | \$6,661,412.71 |
| | | | |
| Entered bank balances as of | 2/28/2023 | | \$6,676,578.89 |
| Deposits in transit | + | | 0.00 |
| Outstanding payments | - | | 15,166.18 |
| Outstanding adjustments | + | | 0.00 |
| Outstanding adjustments | - | | 0.00 |
| Other adjusting factors | + | | 0.00 |
| Other adjusting factors | - | | 0.00 |
| Adjusted bank balances as of | 2/28/2023 | | 6,661,412.71 |

Check 0.00

| Chester Township Bank Balances | | | |
|---------------------------------------|--|------------------|-----------------------|
| As of | | 2/28/2023 | |
| Business Banking | | | \$400,000.00 |
| FNB Sweep Account | | | 789,844.69 |
| Star Ohio | | | 5,486,734.20 |
| Total | | | \$6,676,578.89 |

Check 0.00

Mr. Richter shared Chief Young spoke to him regarding a part-time salary wage increase for his officers. He shared that Chief Young is hoping to attract a younger generation and other local communities are paying more hourly than Chester Twp. At this point we do not have any part time police officers.

2023-98. Mr. Richter moved to approve a wage increase from \$20.00 to \$27.00 per hour for part-time police officers at the recommendation of the Police Chief.
Mr. Mazzurco seconded. Vote unanimous; motion passed.

Open/Ongoing Items

Henry House – Mr. Purchase followed up with Gina and we are on track and getting ready to take action.

Reserve Study – Can discuss in more detail at next meeting.

Property Consolidation – The deed restriction paperwork was signed and the check will be delivered to the title company tomorrow. The next step would be to have the Board talk about potentially rezoning the property before listing it for sale.

Web-Site

The Township's current web site is no longer being supported by the previous software and we, like other communities, are unable to update or add to its current content. The Township does apologize for the inconvenience and noted we are working diligently with a new company in the design of the Township's future web site.

Upcoming Items/Deadlines

Mr. Purchase stated there are four (4) large flags that are up at the Memorial Day Services. He would like to know where the flags are and who puts them up. Mr. Radtke thought it may have been Mr. Bill Martin who recently passed away and noted he will reach out to his son.

A suggestion from Dal Lanese was that we consider Father Chris Cox to say prayers at the Memorial Day Ceremony. She also shared she knows a singer if one is needed.

Department head reviews are complete.

2022 Road Projects – Change Orders for 2022 road projects were briefly discussed.

NOPEC – Electric Recertification: Two reps will be coming out for the next BOT meeting.

Government Update – 3/9 KR; 3/23 CR; 4/6 JM

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 8:21 P.M.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

3-23-2023 motion # 2023-105

Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee